

Editing Position Descriptions

1. From the Recruiter Dashboard, click Hamburger under the **Job** section, click **Manage position descriptions**.

The screenshot shows the Recruiter Dashboard interface. On the left, a dark sidebar contains navigation options: 'New task', 'Dashboard', 'CRM Dashboard', 'Recruitment Marketing', 'Content', 'CRM', 'Events', 'Reports', 'Jobs', and 'Applicants'. Under the 'Jobs' section, 'Manage position descriptions' is highlighted with a red circle. The main content area displays a summary of job statistics (Total: 4, All Notifications: 2, Draft: 1, Testing: 1, Approved: 1, Offer: 1) and a list of job requisitions. The 'Director of Arts/Communications' requisition is highlighted. On the right, there are sections for 'Manager Activities' (1 job with applicants for review) and 'Tasks' (No tasks).

2. On the **Position Description** page, search and locate the relevant position description. Click **Edit**.

The screenshot shows the 'Position Description' page. At the top, there is a search filter with fields for 'PD No.', 'Classification Title', 'Position Number', 'Role Number', 'Employee Name', 'Employee No.', 'Supervisor Name', 'Work Type', 'Company', 'Department', 'Sub department', 'Approval status', and 'Status'. Below the filter is a table of position descriptions. The 'Edit' button for the first row is highlighted with a red circle.

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status				
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Nov 2, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-2	Research Assistant - HRIS	44333				Aug 10, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-3	Human Resources Assistant	50054794		Ronald Recruiter		Sep 23, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-4	Director of Communications	50054436		Darlene Director		Sep 22, 2022	Approved	Edit	View	Recruit for position	Archive
PD-5	Iteration 1 demo - Director - Office of Workforce Engagement	50054436		Darlene Director		Aug 31, 2022	Approved	Edit	View	Recruit for position	Archive
PD-6	Special Agent (Investigator/Eastern Region/Multiple Positions)					Oct 4, 2022	Draft	Edit	View	Recruit for position	Archive
PD-7	Professor of Childcare	CCW13094				Dec 6, 2022	Approved	Edit	View	Recruit for position	Archive
PD-8	Administrative Assistant	321				Oct 6, 2022	Pending approval	Edit	View	Recruit for position	Archive
PD-9	User Support and Systems Security Specialist					Oct 25, 2022	Approved	Edit	View	Recruit for position	Archive
PD-10	Info Technology Specialist I					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive
PD-11	Sr. Talent Management Consultant					Oct 24, 2022	Approved	Edit	View	Recruit for position	Archive

3. Note the below guidance text to initiate an edit.

PageUp BETA

Jobs People Reports Settings Recent items Quick search PageUp (1125)

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

Requisition Number: 492214
System will automatically create a Requisition Number.

Position Title and Number:* 50054452
[Details](#)

4. Scroll to the bottom of the Position Description, click **Update PD**.

USERS AND APPROVALS

Hiring Manager:* Harry Hire
nicolet+hmlv11@pageuppeople.com

Approval process:* 2 Approvers

1. Approver 1: Ronald Recruiter **You are here**
[Resend email to approver](#)

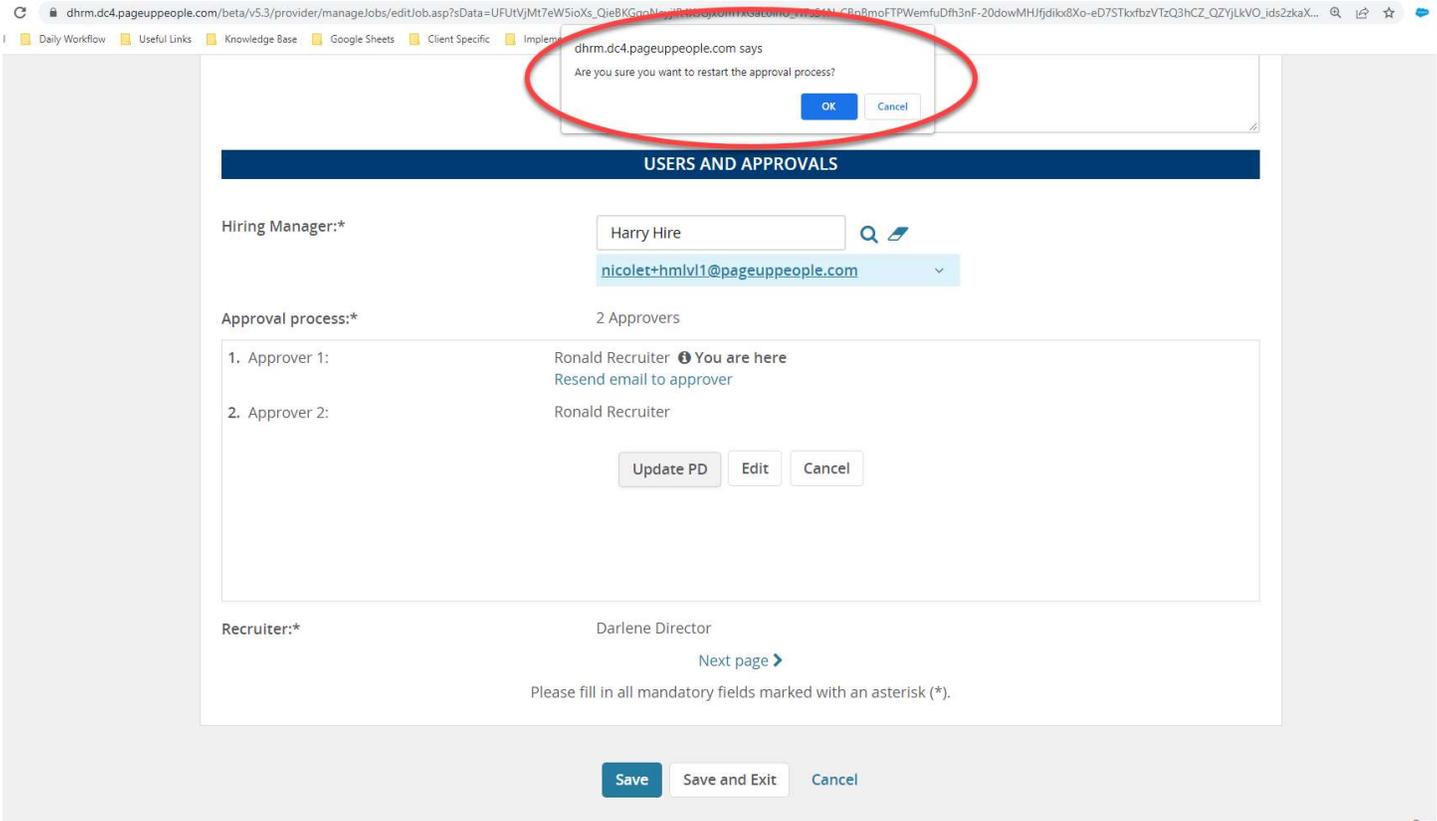
2. Approver 2: Ronald Recruiter

Update PD Edit Cancel

Recruiter:* Darlene Director
[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (*).

5. When the pop-up window appears, click **Ok** to restart the approval process.



6. The position description is now ready to be updated. Follow the instruction on how to create a Position Description and trigger a new approval.